



USAID JOB OPPORTUNITY ANNOUNCEMENT #003

DATE: August 26, 2015

TO: ALL INTERESTED CANDIDATES

FROM: UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID), REGIONAL MISSION TO UKRAINE, BELARUS AND MOLDOVA

SUBJECT: PROJECT MANAGEMENT SPECIALIST IN THE OFFICE OF DEMOCRACY AND GOVERNANCE.

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure is outlined at the end of this notice.*

POSITION TITLE: PROJECT MANAGEMENT SPECIALIST

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL*: FSN-10(Full Performance Level)
FSN-09 (Training Level)*

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: USAID/Ukraine, Office of Democracy and Governance

OPENING DATE: Immediate

DEADLINE: September 9, 2015 at 6 P.M. Kyiv Time

**The successful incumbent will be hired at the Training Level, FSN-09 until all mandatory USAID training is completed and the full performance level of the position is reached.*

BASIC FUNCTION OF POSITION:

The Regional USAID Mission in Kyiv, Ukraine has responsibility for the formulation and implementation of U.S. assistance programs for Ukraine. The Office of Democracy and Governance (ODG) is one of three Kyiv-based technical offices in the Mission. ODG is responsible for planning, monitoring, and evaluating democracy and governance (DG) activities in Ukraine. This office implements programs in the following areas: Rule of Law, Human Rights, Parliamentary Strengthening, Local Governance/Decentralization, Counter Trafficking in Persons, Media, Elections and Political Processes, Civil Society and Anti-Corruption. Activities within these areas are guided by two ODG technical teams, each led by a Deputy Director under the leadership of the ODG Director..

The Program Management Specialist provides key support to the technical team focused on : (1) Local Governance/Decentralization; (2) Parliamentary Strengthening; (3) Anti-Corruption; and 4) Rule of Law. Within the team, the Specialist serves as a Contracting/Agreement Officer's Representative (COR/AOR) or Alternate COR/AOR for multiple complex activities.

The Program Management Specialist is a key member of the DG Office, contributing to the design, implementation, monitoring, and evaluation of ODG's portfolio in the areas of local governance/decentralization, parliamentary strengthening and anti-corruption. The Specialist serves as COR/AOR or Alternate COR/AOR for complex activities implemented primarily by US non-governmental organizations and/or Ukrainian civil society organizations, requiring a high level of technical and professional knowledge. The Specialist participates in the conceptualization, planning, managing, budgeting, and evaluation of the local governance, parliamentary strengthening and anti-corruption programs, to include developing concepts and ideas which, after Mission review, may become activities of the ODG portfolio.

Through his/her program management responsibilities, the incumbent promotes the policy interests of the United States Government (USG) in areas important to Ukraine's democratic development. The Program Management Specialist keeps Mission management informed on the progress of his/her portfolio activities; routinely assesses their viability; and consistently plays a role in program planning and strategy development for local governance, parliamentary strengthening and anti-corruption..

Working with USAID implementing partners, beneficiaries, stakeholders, and other Mission offices, the incumbent guides the design, monitoring, approval, reporting, and evaluation of all project activities within his/her designated program areas. The incumbent has direct, substantive contacts with host country government officials at various levels, parliamentary counterparts civil society representatives, presenting and coordinating democracy and governance programs with them. The Program Management Specialist will also work with the US embassy and with other donors active in local governance, parliamentary strengthening and anti-corruption coordinating USAID assistance to complement and enhance programs in these areas.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: The Ukrainian equivalent of a Master's Degree or equivalent professional degree in a related field is required. An accredited University Master's degree is required, preferably in areas related to social/political science, public administration or related field.

Prior Work Experience: At least five years of progressively responsible experience in managing or implementing development projects, including significant experience in the area of democracy and governance including site monitoring and evaluation, analytics, and documentation. Experience working with the USG or the international/diplomatic community and/or with civil society organizations is preferable and an important asset, but not mandatory.

Post Entry Training: The Mission will make every effort to provide in-service USAID training, including USAID Activity Manager and Contracting/Agreement Officer Representative Training and continuing technical education in both basic skills and relevant technical areas.

Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) in English, and native facility in Ukrainian or Russian, writing and speaking ability is required.

Job Knowledge: Incumbent must have detailed and broad knowledge of Ukraine's government policy, democratic development, local governance, parliamentary strengthening and anti corruption, as well as political and social trends in Ukrainian society. S/he should have substantial technical knowledge of Ukrainian government institutions and key-players in the relevant area of this position: Government of Ukraine, Verkhovna Rada of Ukraine, Ministry of Regional Development, Ukrainian anti-corruption institutions and civil society organizations, etc. S/he should have good technical knowledge of Ukrainian government processes, decision makers and institutions related to these programming areas. The incumbent should have knowledge of legislative, judicial, and political processes in European and neighboring countries, as well as good familiarity with the relevant standards for democratic governance embodied in the organizations or agreements to which Ukraine has commitments or aspirations.

Skills and Abilities: The incumbent should have the ability to establish and maintain contact with government officials at varying levels, political party representatives, representatives of civil society, and members of the international community in Ukraine. The specialist must be able to analyze and interpret political action within the framework of democracy and governance development and recommend appropriate USAID responses. The Specialist must be able to plan and implement complex projects to achieve results, working as part of a team within a framework of broad guidance and supervision. S/he should have the ability to obtain, organize, analyze, evaluate, and present information and to organize and draft clear, concise, well-written reports, both factual and analytical in nature. The specialist must be able to operate basic computer word processing, spreadsheets and office information systems and to read, understand and analyze budgets. S/he should work effectively both as a team member and individually. Good written and oral communication skills are required, including the ability to articulate USAID policies and strategies and to respond to queries concerning USAID's viewpoint on democracy and governance development issues. The incumbent should have the ability to plan and manage complex projects and draft relevant USAID-required documentation with a great deal of independence.

POSITION ELEMENTS:

Supervision Received: The incumbent will report to the Director of the Office of Democracy and Governance or his/her designee.

Supervision Exercised: The incumbent will provide guidance to implementing partners in her/his COR/AOR or Alternate COR/AOR capacity.

Available Guidelines: USAID Automated Directives System (ADS), USAID/Kyiv Mission Orders, USAID/Mission Strategy, country-specific Strategic Plans.

Exercise of Judgment: The Program Management Specialist must exercise independent, sound, and responsible judgment in all aspects of work in sensitive areas related to democracy and governance. The Specialist is expected to exercise wise and independent judgment to interpret and follow USAID regulations, and in identifying and solving problems related to project formulation and implementation. Judgment is required in reviewing technical reports, services, budgets, vouchers and evaluations; analyzing the implications of decisions and trade-offs; and in making recommendations to senior Management on priorities and needed follow-up.

Authority to Make Commitments: The incumbent will not have authority to commit or expend U.S. Government funds, however, will work with USAID project managers to ensure that quality improvement activities are written into relevant Implementing Partner work plans and are properly implemented

Nature, Level, and Purpose of Contacts: The incumbent maintains regular contact with USAID implementing partners, other donors, government officials, and other stakeholders to advance these programs. The incumbent will participate in donor coordination efforts in the political processes, civil society and media sectors. Within the USG, the incumbent will maintain regular contact with ODG management, US Embassy officials, and other USAID support and technical office staff. The nature of both internal and external interactions will include, among others, courtesy meetings, exchange of information, briefings, activity-level negotiations and project monitoring. The incumbent is expected to resolve activity implementation problems and follow up on action taken. The incumbent is expected to exercise sound and impartial judgment to interpret and enforce USAID procedures, regulations and guidelines. She/he must be capable of analyzing and solving problems related to the activity implementation. Good judgment will be critical to prepare and review technical reports.

Time Expected to Reach Full Performance Level: One year.

APPLICATION AND SELECTION PROCESS:

Interested candidates in order to apply for this position must submit in English:

1. Current *résumé* or curriculum vitae and a letter of interest;
2. Mandatory Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). The form could be obtained from the Embassy website (**PDF format**): <http://ukraine.usembassy.gov/job-opportunities.html> or from the USAID website (**Word format**): <http://ukraine.usaid.gov/content/employment-opportunities-en>

A *résumé* or curriculum vitae must contain three to five references with current contact information. The Technical evaluation committee shall consider the past performance information obtained from the reference checks in scoring past performance. It is therefore recommended that the applicant alerts the contacts that their names have been submitted and that they are authorized to provide past performance information when requested.

A *letter of interest* must describe what the applicant understands to be the key responsibilities of the position and highlight the applicant's qualifications, skills, attributes and past experience to demonstrate suitability for the position and how the applicant meets the requirements of each of the evaluation criteria described above. The *letter of interest* may be considered as a writing sample and should not exceed three (3) pages using standard font (12) Times New Roman.

SUBMIT APPLICATIONS TO:

Human Resources Office

KyivHR@state.gov, fax: +38-044-521-5155

Include vacancy number and position title in the subject line of your email/fax cover sheet and on your application.

Note: Only those applications that are received in the Human Resources Office *before* the closing date (**September 9, 2015 before 6 P.M. Kyiv Time**) will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for the interviews will be contacted.

ADDITIONAL SELECTION CRITERIA:

- Current Mission employees serving a *probationary period* are not eligible to apply for this position.
- Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- A written test will be given to assess the candidate's English writing skills, proficiency with Microsoft applications and general computer skills.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The US Government also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.